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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 7 SEPTEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period.

II. Items/Events of Major Interest:

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b. Transportation: Transportation is being provided to the Chief, Near East Division on weekends and after hours for a group of students in the Laurel, Maryland, area.

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c. Renovations at Headquarters Building: With regard to the HSTS expansion in Room GD45, the masonry work has been completed, and the carpenters have installed the double doors and dead bolts so that the integrity of the vault will remain intact. The carpenter shop started removing the internal VTR walls on 6 September and will begin to install the dust barrier during this portion of the renovation.

The plumbers are still installing the chilled water line in the hallway outside Rooms 3G13/19, Office of Global Issues. The carpenters started the office renovation last week, and the electricians are scheduled to start their work on 7 September.

New Spectrum Electric, Inc., the GSA contractor started the masonry portion of the thirteenth electrical closet located in Room 1B4004 on 6 September 1983.

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d. Executive Furniture Handbook: Photographs and data for inclusion in a handbook of executive furniture were turned over to the Design and Presentations Center, P&PD/OL, on 1 September. Included are color pictures plus guidelines, descriptions, and pieces which have all been entered into ICS.

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e. Exhibit Hall: The Library of Congress exhibit "Artists for Victory" was removed on 1 September. A photographic essay of Latin America in conjunction with the EEO Hispanic Heritage Program is being posted on 7 September.

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25X1 f. [] Building Upgrading Project: New
25X1 carpet, lounge furniture, and reception furniture are in place
on the first floor of the [] Building. []

g. Systems Furniture: On 3 September employees of the Office of Central Reference, DDI, assembled spare systems furniture components into six study stations for use by DDI analysts on the Headquarters Library mezzanine.

25X1 On 6 September new acoustic panels were added to existing pieces in the Language Loft, South Cafeteria, Headquarters, by a private contractor in order to enclose an additional classroom. []

h. Drawings Completed: Construction drawings were completed for Room 6B4403 Headquarters Building, Central Cover Staff, DDO, and were issued to the Space Maintenance and Facilities Branch (SM&FB), LSD/OL, on 6 September 1983.

25X1 Working drawings for Rooms GD5308 and 5314 Headquarters Building, Office of Data Processing, DDA, were completed and issued to SM&FB, on 2 September 1983. []

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III. Significant Event Anticipated During the Coming Week:

No items this reporting period.

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Chief
Logistics Services Division

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